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MEMORANDUM FOR: Executive Director-Comptroller

1. At my 18 April staff meeting with DDS Office Heads, we had a speaker on records management, [] a recent retiree from the National Archives and Records Service where he had for years led U.S. Government records management activities. I mention this as a matter of possible interest to you as we had invited [] to talk to us precedent to embarking on a CIA/OTR records management training program this fall. The objective of the training program is to sharpen the technical skills of component records officers.

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2. [] is an articulate speaker who has a thorough command of his subject matter. Some of the statistics and examples he cited fell as bombshells on our group, impressing us that CIA is indeed a paper mill. (With 15 cubic feet of records per employee we lead the next highest Federal Governmental body, AEC, which has 12.4 cubic feet of records per person. As a comparative, IRS has 7.7 cubic feet per employee.) One point in particular impressed me: good organization and management of paper can contribute significantly to the more efficient functioning of almost any CIA official. [] gave several examples where NARS specialists had conducted in depth surveys in government agencies, the findings from which led to appreciable reductions in manpower. While it may be possible to use cleared NARS people to help us on some of our less sensitive records problems, security and compartmentation sensitivities probably would forestall this route being used to any great degree in CIA. As a more likely course, we want to improve the specialist competence of our records personnel within the Agency, require them to identify areas where improvements can be made, help operating officials to effect the improvements.

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3. Before the records management courses start this fall, I hope to arrange for [] to make similar talks before senior officers in other directorates. It might be profitable to

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have make a short presentation at one of the Director's morning meetings. I shall be happy to discuss this with you if you wish.

John W. Coffey

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